## People S. oft

## People 5.2ft

General Information				
*Business Purpose	Attend Meetings	~	57	>
*Description	Meeting		Accounting Defaults	>
Destination Location	۵			
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Next, enter your Expenses. First, enter a line for Full Day employee meal per diem. Enter the following information on the Expense line:

- d. \*Date
- e. For \*Expense Type, select **Emp Meals Full Day**. The system will populate the full per diem amount for the Destination Location you entered on the Expense Report header.
  - Additional full day expense types available:
    - Interntl Emp Meals Full Day
    - Recruiting Emp Meals Full Day
- f. Select a \*Payment Type.

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	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	24/2023.	INNN						
		1	anpanes a	4	Add	Delete	Filter	More	
								<b>▼</b> Thurs	dav August 24, 2023



- 3. Now apply the First or Last Day of Travel deduction to reduce the line to 75% to meet the State of Georgia travel policy requirement.
  - a. Click the First or Last Day of Travel link

	casēr <del>istas, t</del>		-	Emp M	2018 Eutl Day 09/04/2022	
	Ţ.		<u> </u>	000		
	Add	Delete	Filter	More	*Expanse Type. Eme Mode. Ell Dev. mers Or	4
				▼ Thursday, Au	nust 24_2023	
		50.00		D	escription 🖻	Emp Meals - Full Day
		USD				
		-			Regiment Xo.x. o	
COMPANY OF COMPANY					*Pavment Credit Card	
	٦١				କାରମ <del>୫୦.୦୦</del> ଅଟନ ୟୁ	

b. The Per Diem Info window will display.

		Deductions for Fireher Lock Round Trees Laga	
		Date 08/24/2023	
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	Per Diem Amount 50.00 USD		
<u>-</u>		······································	Deducti <u>on Details</u>
'<*= €` + <u>· · · · · ·</u>	tra ear ca	<u></u>	
Meals - Full Dav		25 00	Emip
		TotalDeductions	

c. Check the Deduction Flag.

	ale Sheri Dashika 1741 (1841)	
	Date 98/24/2023	
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		The Dimension of the second second
	Deduction Details	
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Total Deductions	12.50	





- d. Click Done.
- e. The Amount will update to reflect 75% of the full
- per diem.

4. Add another line with the same \*Date by clicking the add button as show below; then complete the following information:

a. Select the \*Expense Type for the meal that was provided. For this example, we will

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Job Aid: Entering Meals and Meal(s) Provided

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# People S. oft



#### **Classic Navigation**

1. Navigate to Employee-Self Service > Travel and Expenses > Expense Report > Create

Create Street Perse Report		Save 1	for Later   🔂 Summary and
ubmit Vathadaa Califa (200 200 200		-	

- 2. Enter the following information on the Expense Report header:
  - a. \*Business Purpose
  - b. \*Report Description
  - c. Destination Location
- 3. Next, enter your Expenses. First, enter a line for Full Day employee meal per diem. Enter the following information on the Expense line:
  - a. \*Date
  - b. For \*Expense Type, select Emp Meals Full Day. The system will populate the full per diem amount for the Destination Location you entered on the Expense Report header.
    - Additional full day expense types available:
      - Interntl Emp Meals Full Day
      - Recruiting Emp Meals Full Day
  - c. Select a \*Payment Type.

Expenses @				
Expand All   Collapse All Add:   🔚 My Wallet (0)	ck-Fill		Totpôcai	20 26.00 "CDau
*Date *Expense Type Titl/21/2016 B Emp Meals - Full Day	Control Notion	Paymient type المالية Credit Card	-Am	ount Currency 36.00 USD Q +
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and the second secon		Non Reimburseble	irrenc; a m	6.00 USD
► Accounting Details ②				
Expand All   Collapse All			Total	36.00 USD

- 4. Now apply the First or Last Day of Travel deduction to reduce the line to 75% to meet the State of Georgia travel policy requirement.
  - a. Click the First or Last Day of Travel link.

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	254 characters remaining	edit Card v	36.00 USD Q 🛨 🖻
*Billing Type Internal	First or Last Day of Travel Default	tate *Exchange Rate 1.000	000000
LOCADON ALEXANA	Non-Reight Spin	Base Currency Amount 36.00 US	
ccounting Details 👔			

Job Aid: Entering Meals for First or Last Day of Travel when Meal(s) Provided



- c. Select a \*Payment Type.
- d. The amount will automatically be set as a negative value (-14.00).

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	240 characters remaining		
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6. When you tab out of the Amount field, the system will prompt for Credit information.

Credit Reference Panel	×
	Help
Create Expense Report	
Credit information for line 2.	
Katherine Smith Report ID NEXT	
Please enter information about the original expense that you are backing out with this negative amount This could be the ID and line number of the expense report that contains the original expense, or some	
OK	



7. A window will display containing Payment type/credit info. The contents are for informational purposes only. Click Return.



8. The total reimbursable amount on the Expense Report should now be reduced to account for the credit line you entered for the meal provided.

Create Evnence Penort									
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